



# Reservation Form

Tel: +27 11 468-1320  
 Fax: +27 11 468-2512  
 Direct Fax: +27 0866 09 4474  
 Email: baobab@baobabcentre.co.za

Client Details		
Company Name:		
Address for Invoice:		
Vat No:		Tel. No:
Contact Person:		Fax No:

Function and Venue Details		
Date of Function:		
Time of Function:		
No of People:	**	
Seating Style:	*	

\* We will gladly assist in setting up the room to your requirements prior to the function. In order for this service to be carried out, please complete the attached **Room Layout** form.

\*\* Due to the strict security, no person is to enter the Estate without prior notice and will be turned away at the gate if security has not been informed beforehand. It is imperative that the **Name List** be completed and returned prior to the function for each person attending.

Equipment		
	Tick if requ'd	
Overhead Projector:		No charge
Data Projector:		R650.00 per day
Flip Chart:		No charge
TV:		No charge
VCR:		No charge
DSTV:		R650.00 per day (inclusive of Data Projector)
DVD Player:		No charge
Tape Player:		No charge
Digital Video Camera:		R650.00 per day

Catering Details		
Menu Choice:	Chef's meal of the day	
Halaal:		
Vegetarian:		
Kosher:		Catered at an additional fee
Special requirements:		

## Rates

Includes:

<p><b>Full Day Rates Package:</b></p> <p>R195.00 per person</p>	<ul style="list-style-type: none"> <li>• Arrival tea, coffee, juice, homemade rusks</li> <li>• Mid-morning tea, coffee, juice, homemade muffins</li> <li>• Lunch, assortment of cold drinks</li> <li>• Mid-afternoon tea, coffee, juice, homemade biscuits</li> <li>• Room hire</li> <li>• Standard equipment</li> <li>• Telephone answering service</li> </ul>
---	---

<p><b>Half Day Rates Package:</b> (08h00 – 13h00)</p> <p>R125.00 per person</p>	<ul style="list-style-type: none"> <li>• Arrival tea, coffee, juice, homemade rusks</li> <li>• Mid-morning tea, coffee, juice, homemade muffins</li> <li>• Lunch (optional extra at R65.00 pp)</li> <li>• Room hire</li> <li>• Standard equipment</li> <li>• Telephone answering service</li> </ul>
---	---

<p><b>Half Day Rates Package:</b> (13h00 – 18h00)</p> <p>R125.00 per person</p>	<ul style="list-style-type: none"> <li>• Lunch (optional extra at R65.00 pp)</li> <li>• Mid-afternoon tea, coffee, juice, homemade biscuits</li> <li>• Room hire</li> <li>• Standard equipment</li> <li>• Telephone answering service</li> </ul>
---	--

### **Specialised Equipment**

<p>Data Projector</p> <p>Digital Video Camera and Tripod</p>	<ul style="list-style-type: none"> <li>• R650.00 per day or half day</li> <li>• R650.00 per day or half day</li> </ul>
--	--

- All prices are exclusive of vat
- Rates are subject to change without prior notice
- Minimum of 5 delegates per day

<b>Internet payments:</b>	Mercantile Bank: Sandton (450-905)
	Account No: 1006728988
	Account Name: Ketler Enterprises

<b>Cheque deposits:</b> <small>(may be made at any ABSA branch)</small>	Account No: 01012831427
	Account Name: Mercantile Bank – Ketler Enterprises
	<b>You must quote this no:</b> Reference at Mercantile: 1006728988

\* **Please note:** Bookings will only be deemed to be confirmed once proof of **full payment** has been faxed to our offices on:  
0866-09-4474 or 011 468-2512



Name List	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	

\* Would you require **Table Name Cards** printed?

Yes	No
-----	----

## Acceptance

I, \_\_\_\_\_ the responsible person representing (company)  
Registration No: \_\_\_\_\_

**1. Domicilium Et Executandi:**

1.1 Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

1.3 Telephone: ( ) \_\_\_\_\_

1.4 Facsimile: ( ) \_\_\_\_\_

1.5 VAT Reg. No: \_\_\_\_\_

hereby agree to and accept the following conditions of contract:

**2. Cancellation:**

2.1 In the event of the function be cancelled, the client shall pay the following cancellation fees within 30 days of the notice to cancel:

2.2 50% of total confirmed rate if cancelled 2 months to 2 weeks prior to booked dates,

2.3 100% of total confirmed rate if cancelled 2 weeks or less prior to booked dates.

**3. Catering:**

3.1 The client shall confirm final numbers by no later than 3 working days prior to the function

3.2 The Baobab Conference Centre will not take responsibility for any catering needs over and above and not mentioned on page 1 of this document.

**4. Indemnity:**

4.1 Whilst every effort is taken to secure goods, vehicles, equipment, computers, etc, the Baobab Conference Centre and its management and staff will not under any circumstances be held liable in respect of any claim or loss made or suffered by any person in respect of such goods and I/We acknowledge that all goods brought onto the Baobab Conference Centre premises shall at all times be exclusively at my/our risk.

4.2 I/We indemnify Baobab Conference Centre, its members and staff against any claim or claims which may be brought against them whether by myself/ourselves or any other persons whosoever arising if such loss or claim should in any way arise out of the preparations for the functions aforementioned, delivery and despatch of goods and/or the holding of any function or any other matters connected therewith.

4.3 I/We will be liable for all damages, loss, breakage and/or theft incurred to the premises or its contents during the period the venue is booked for, indemnifies the Baobab Conference Centre fully in respect thereof. Any such damage levied will be settled within 5 working days from date of request and/or demand to do so.

4.4 Any additional décor, draping, signage or the like erected by or the request of the client shall be removed immediately upon the termination of the function. Prior permission from Management should be obtained if cannot adhere to this regulation. A storage fee equivalent of 50% of the venue hire will be levied, which will be settled within 5 working days from date of request and/or demand to do so.

4.5 Any damage resulting there from shall be for the client's account, which amount will be settled within 5 working days from date of request and/or demand to do so.

4.6 All requirements for technical assistance to be confirmed prior to the function. Management will not be held responsible for any specialised technical assistance on the day of the function if no prior arrangement has been made.

4.7 By confirming your function you will automatically be deemed to have accepted the conditions stated herein.

On behalf of the client and hereby declaring to be duly authorised thereto:

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Directions

**647 Kenilworth Street  
Kyalami Estates  
MIDRAND**

**Tel: (011) 468-1320**

### From Johannesburg

Take the **N1 Ben Schoeman Highway** in the direction of Pretoria

Take the **Woodmead turnoff** and keep in the left lane. This will automatically take you into Woodmead Drive. Makro will be on your right.

At the **7<sup>th</sup> Traffic Light** (about 8km from the Woodmead turnoff) **turn right**. On your left is the entrance into Kyalami Race Track. This is the top end of Alandale Road although there is no sign.

At the **1<sup>st</sup> Traffic Light** turn **left**. You will see a sign to Kyalami Estates.

This is a short road of  $\pm$  100m. At the **T-junction turn right** and follow the tar road around the school. At the end of the road is a security gate. Drive to the visitor's entrance and **ask** for **647** or **Ketler**.

Proceed through the entrance; **cross over the stop intersection** and we are the 3<sup>rd</sup> property on the right.

### From Pretoria

Take the **N1 Ben Schoeman highway** in the direction of Johannesburg

Take the **Alandale Road Off Ramp**

At the **traffic lights** turn **right** and **cross over the Highway**.

Once you have crossed over the highway, **turn right** at the **3rd traffic light**. You will see a sign to Kyalami Estates.

This is a short road of  $\pm$  100m. At the **T-junction turn right** and follow the tar road around the school. At the end of the road is a security gate. Drive to the visitor's entrance and ask for **ask** for **647** or **Ketler**.

Proceed through the entrance; **cross over the stop intersection** and we are the 3<sup>rd</sup> property on the right.

### From Randburg

Take **Main Road** in the direction of Pretoria. Leewkop Correctional Services will be on your right.

At the **T-junction** at K-55 turn **right**.

At the **1st Traffic Light turn left** into Kyalami Estates. This is Kenilworth Street. (On your right is the entrance to Theatre On The Track.)

Drive to the visitor's entrance and **ask** for **647** or **Ketler**.

Proceed through the entrance, **cross over 2 stop intersections** and we are on the left. (We are exactly 1 km from the main entrance).